

## MEMORANDUM FOR THE RECORD

**SUBJECT:** System Availability and Funds Distribution Actions for Fiscal Year Startup of NASA's Cross-Agency Support (CAS) Appropriation

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NASA's CAS appropriation is limited to a one-year period of availability. Without any funds that carry forward and are available in the new fiscal year, timely communication when an appropriation or continuing resolution (CR) is enacted is critical to ensuring continued operations.

### **I. ADVANCE PREPARATION FOR FISCAL YEAR STARTUP**

#### **a. Identification of Severable High Priority CAS Contracts**

To ensure continuity of severable services funded with the CAS appropriation (direct and reimbursable), mission support organizations must work with Center Chief Financial Officer (CFO) personnel to identify those contracts requiring CAS funding on October 1. HQ functional offices will identify the HQ contracts.

Any obligations made prior to the accounting system being open for the following fiscal year's business must be tracked manually. In addition, having contract information, resource requirements, and points of contact readily available will facilitate processing when a CR is signed. The following information should be captured for each contract: Procurement Request (PR) package unique identifier, contract number, vendor, task, WBS, daily burn rate based on calendar days (to determine funding needed based on the CR period of availability), number of CR days, total funds required, points of contact, and action taken (commitment, obligation, etc.). The information should also be captured for NSSC services, with the exception of contract number.

The template recommended by a cross-agency team is attached. Although the information will not be required for Agency OCFO to issue funding, a fully completed template will assist Center funds control staff in notifying procurement and resource personnel of available funds after the CR is signed and will assist in determining each contract's funding requirements. The template must be up to date when nearing a potential lapse in appropriations.

Centers and HQ functional offices should also ensure new fiscal year WBS codes are identified and available in MdM/SAP for any funding actions required October 1.

#### **b. Identification and Duties of Funds Control Team**

As mentioned above, any obligations made prior to the accounting system being open for the following fiscal year's business must be tracked manually.

Funds control personnel should prepare a funds control spreadsheet in advance so that funding can be manually tracked when the CR is signed. The spreadsheet should be equivalent to the SAP ZFI\_Budget report and must be maintained by Centers to reflect manual budget received by Fund, Funded Program, and Available Budget.

Until the accounting system is open, the Funds Control Team will be required to manually certify funds availability. Available CAS funding will be reduced as funds for each contract or NSSC requirement are certified.

## **II. RELEASE OF APPROPRIATION/CR INFORMATION BY AGENCY OCFO**

As soon as the President signs the appropriation or CR (CR) for the beginning of the new fiscal year or a regular appropriation for CAS, or when the Agency CFO provides authorization to proceed, the Director, Financial Management Division (FMD), HQ OCFO, will send an email to Control Account Managers (CAMs), Center CFOs, and HQ functional offices stating that funds are available – effective October 1 – for operations at the level identified in the CR language and for the number of days specified in the CR. Procurement Offices will also be notified if the email addresses have been provided.

If the CR is signed by the President by 2:00 PM Central Daylight Time (CDT) on September 30, the procedure documented above will permit Funds Control Teams to notify Contracting Officers by 4:00 PM CDT of the dollar amount available and time period by contract/task.

If the CR is signed by the President after 2:00 PM CDT, but before midnight CDT, on September 30, the funds certification process by Centers and notifying contractors of dollar amounts and time period by contract may not be feasible. If the CR is signed after 2:00 PM CDT, the notification of funds availability from FMD, HQ OCFO, will indicate that contracting officers may notify the contractors identified on the critical CAS contract list that they are authorized to work on October 1 and that additional information will be provided on October 1 concerning work after that date without waiting for funding certification from the Funds Control Team, unless the Center CFO and Procurement Officer have provided other guidance. The Procurement guidance will provide details on the notification to contractors, as well as what action to take on October 1. Again, this is to ensure that the Agency does not experience any gap in critical services.

## **III. SYSTEM AVAILABILITY**

The system schedule will be published separately.

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